



## Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

**EXAMINATION FOR:**

**LABORATORY ASSISTANT II**

**SALARY:**

\$23,621 – \$25,708

**GRADE:**

428

**CLOSING DATE:**

December 13, 2002 is the last day to file an application.

**POSITION:** A Laboratory Assistant II prepares a variety of samples and specimens for testing, sterilizes equipment, maintains laboratory in clean condition and performs routine tests under supervision of chemists or technologists. Employees may work a rotating shift, weekends and holidays.

The eligible list may be used to hire persons as vacancies arise.

**MINIMUM QUALIFICATIONS:** On or before the date of filing the application, each candidate must:

Have an associate of science degree in laboratory technology or the chemical or biological sciences from an accredited college.

One year of experience in laboratory work may be substituted for each year of the education requirement.

**NOTE:** Positions in the Department of Public Works may require a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management. If you have a license, enter the number on the application. It will be verified by the appointing authority if required for the position. Provisional Driver's Licenses and Learner's Permits are not acceptable.

**NOTE:** Employees assigned to this class who analyze drinking water must successfully complete periodic lab certification performance tests administered by the Maryland State Department of Health and Mental Hygiene.

**SELECTION PROCESS:** All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

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KMT/mk POSTED: 12/2/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

**An Equal Opportunity Employer**

[www.baltimorecity.gov](http://www.baltimorecity.gov)

(see reverse side)

**APPLICATIONS:** Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

**PHYSICAL EXAMINATION:** Eligible candidates must pass a job-related physical examination administered by the City.

**TESTING FOR DRUGS:** Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

**ELIGIBILITY:** Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

**SERVICE FEE:** City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

**PROBATION:** All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



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